

Chair Vacancy at Orleans Primary School

Orleans Primary School is a happy and nurturing Primary School situated in the heart of the St Margarets community. We are looking to appoint a governor who would transition into the role of Chair or Co-Chair during the 2024/2025 academic year. This is a voluntary role where you will lead a friendly and supportive team of governors who contribute to the continued growth of the school. The expected time commitment varies during the school year but is anticipated to be 4-10 hours per week during term time. We support the strategic direction of the school, providing advice and challenge to assist the school in its aim to create a happy and healthy environment for all children to flourish. We are looking for dedicated people who care about improving education and are committed to their development and role as a school governor.

Applications from those with a range of skills and expertise will be welcomed. It will be beneficial but not essential for the post holder to understand education sector / public sector priorities and processes, or to have experience leading a team of volunteers, or to have existing chairing or board experience. Full training and support will be provided along with shadowing the current Chair and a structured transition plan through the 2024/2025 academic year.

Responsibilities and Tasks:

- Give the board clear leadership and direction, keep it focused on its core functions
- Ensure the school meets statutory and regulatory requirements, provides value for money and business is conducted efficiently and effectively
- Establishing and overseeing a schedule of work for the Governing Board for the year including meetings and governor visits that maintains a clear focus on progress on the school's SDP and implementation of statutory policies and documents
- Prepare agendas for, chair, and contribute to meetings of the FGB and attend or chair at least 1 sub-committee (Finance & Premises, Personnel, Community and Children or Quality and Standards):
 - 4 full governing body meetings per annum, usually held on a Wednesday evening, lasting approximately 2 hours.
 - 3 sub-committees meetings (1 per term) that take place before or during the school day, lasting approximately 1.5- 2 hours.
- Act as a 'critical friend' and sounding board to the headteacher by offering challenge, support and encouragement
- Develop an effective team of governors, setting high expectations and making sure new governors are properly inducted and everyone is actively developing and contributing their skills and experience
- Represent Governing Board at Local Authority meetings and other external meetings
- With the clerk on monitoring attendance and contributions of governors at FGB meetings and in performing monitoring duties
- Acting as link governor for safeguarding,
- Dealing with complaints that are not resolved by the head
- Taking the lead on self-evaluation of the Governing Board
- Sharing the responsibility for ensuring that staff, pupils and parents are kept updated about the work of the governing body
- Planning and conducting termly visits to the school to monitor key statutory responsibilities and priorities from the school development plan in action, writing up and reporting back to the board on the findings of the visits. (Visits are held during school hours)
- Commit to your ongoing development as a governor
- Regular communication and collaboration with others in the governing board & volunteering for additional work that comes up as needed

If you are interested in applying or simply would like to hear more about the role, please email rorchard@orleans.richmond.sch.uk.

We have a strong commitment to safeguarding and promoting the welfare of children. A successful appointment will be subject to an Disclosure and Barring Service (DBS) check. Orleans Primary is committed to equality of opportunity for all and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnership status